

18 MARCH 1998



Personnel

## ★AETC RECOGNITION PROGRAM

----- Compliance with this publication is mandatory -----

This instruction implements AETC 36-28, *Awards and Decorations Programs*, and consolidates annual awards (except sports awards) that AETC sponsors and participates in. It provides a single point of reference and standardizes reporting and presentation requirements for these awards. Prescribing directives for functional awards are identified in the applicable tables at attachment 1. Send proposed supplements to this instruction to the Recognition Section (HQ AETC/DPPPR) for approval before they are published.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** Includes additional awards, deletes excessive information, and updates functional OPRs, office symbols, governing directives, and suspenses.

**1. Purpose of the AETC Recognition Program.** This program is designed to recognize outstanding performance, stimulate competition, increase mission effectiveness, emphasize individual and organizational awards programs and teamwork, improve welfare and morale, and sustain AETC's commitment to excellence.

**2. Functional Awards:**

2.1. Separate tables are reserved for each HQ AETC directorate or chief of special staff (CSS). Questions or requests for information relating to a particular award should be directed to the identified staff agency or office of primary responsibility (OPR). (See attachment 1, tables A1.1 through A1.15.)

2.2. For changes to staff agency functional awards tables, see paragraph 8.

**3. Responsibilities:**

3.1. Through the Chief, Personnel Programs Division (HQ AETC/DPP), and the Chief, Personal Affairs Branch (HQ AETC/DPPP), the Director of Personnel (HQ AETC/DP) monitors the awards program for HQ AETC. HQ AETC/DPPP will:

3.1.1. Coordinate with each staff agency to ensure annual awards are included in this instruction.

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OPR: HQ AETC/DPPP (SSgt M. Grandison)

Certified by: HQ AETC/DPP (Col D. Schreier)  
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3.1.2. Process additions, changes, and deletions to this instruction.

3.1.3. Coordinate on supplements and other directives pertaining to awards processed through HQ AETC directorates.

3.2. Each HQ AETC director and CSS will:

3.2.1. Appoint an awards monitor to serve as a point of contact (POC) on award matters. Submit the name, grade, office symbol, and telephone number of the POC to HQ AETC/DPPP by a memorandum, signed by the director or CSS (or deputy).

3.2.2. Immediately send current award data to HQ AETC/DPPP when there is a change to an existing award or a new award is established by a HQ AETC staff agency or the Air Force functional OPR.

3.2.3. Send an updated report to HQ AETC/DPPP when requested. Quarterly statistics are prepared for AETC/CC by HQ AETC/DPPP.

3.2.4. At least 60 days before nominations are due or immediately on receipt of a “tasker” from an Air Staff sponsor, send reminders to the field regarding suspense due dates for the nominations.

3.2.5. Once CC approves AETC’s nominees to Air Force, ensure a copy of the approved staff summary sheet with individual’s name, grade, unit/office symbol of assignment, award, and category (if applicable) is forwarded immediately to HQ AETC/DPPP. Also, forward a copy of any Air Force or national level announcement correspondence for statistical purpose.

3.3. The staff agency concerned monitors and processes nominations and administrative details pertaining to the presentation of a specific award. Selections for command awards and command nominees for Air Force and national awards will be chosen through a board process. Approximately 50 percent of any HQ AETC award board’s membership must come from outside the functional area of the award being considered. Exceptions to this must be approved by the AETC/CC or designated representative.

#### **4. Nomination Procedures:**

4.1. The responsible HQ AETC staff agency will provide special nominating criteria to lower echelon OPRs. This may be done by a supplement to the governing directive or by correspondence. All nominations to HQ AETC will be forwarded under wing commander’s signature.

4.2. Negative replies are required and will be forwarded under wing commander’s signature with one of the two following statements:

- “Negative reply. We have eligible(s) and have considered (them/him/her/unit), but choose not to submit.”
- “Negative reply. We have no eligible(s).”

**5. Notification of Award Recipients.** Each HQ AETC staff agency monitoring awards according to this instruction will initiate timely notification procedures to recipients of Air Force or higher awards.

Immediately upon notification that an AETC member or unit has been selected, the director or CSS will telephone the wing commander of the award recipient. The commander will ensure the award recipient is personally notified within 24 hours of the initial notification to guard against the recipient finding out about the honor through the media or other inappropriate ways. The director or CSS will follow up the telephone notification with immediate written notification to the command section, including any messages or letters for AETC/CC, CV, or DS signature.

**6. Presentation of Awards.** Public Affairs (PA) is the OPR for awards presentations at the AETC semiannual commanders conference for unit, organizational, and some individual awards. HQ AETC/PA will coordinate with the headquarters staff approximately 2 months before a conference and must be notified at least 3 weeks before the conference of awards proposed for presentation. The responsible staff agency will provide the award elements for presentation. Wings should maximize opportunities to have awards presented by AETC/CC during site visits. Protocol (HQ AETC/CCP) is the OPR for presentation of the remaining individual awards, which may be presented at staff meetings.

**7. Publicity.** To ensure publicity is provided, HQ AETC award OPRs will include HQ AETC/PA under "Copy Provided" on packages sent to the command section that nominate or announce award winners.

**8. Additions, Deletions, and Changes to Award Tables.** Submit additions, deletions, or changes to award tables to HQ AETC/DPPP by memorandum signed by the director or CSS (or deputy). See attachment 2 for the suggested format for submitting a change to an award table.

**9. Establishing New Functional Awards.** When establishing a new functional award, submit a memorandum signed by the director or CSS (or deputy) to HQ AETC/DPPP for inclusion in this instruction. Follow the format at attachment 2.

ELIZABETH T. CORLISS  
Deputy Director of Personnel

## ***2 Attachments***

1. Tables of Awards
2. Sample Format for Changes to Tables of Awards

**TABLES OF AWARDS**

**NOTE:** Tables A1.1 through A1.15 list annual AETC awards. They are monitored by functional area as follows:

<b>Table</b>	<b>Functional Area</b>
A1.1	Civil Engineer
A1.2	Command Surgeon, Medical Services and Training
A1.3	Communications and Information
A1.4	Comptroller
A1.5	History Office
A1.6	Inspector General
A1.7	Logistics
A1.8	Operations
A1.9	Personnel
A1.10	Plans and Programs
A1.11	Public Affairs
A1.12	Safety
A1.13	Security Forces
A1.14	Services
A1.15	Staff Judge Advocate

**Table A1.1. Awards Monitored by Directorate of Civil Engineer.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Society of American Military Engineer (SAME) Curtin Award (Air Force Outstanding Engineering Unit) (2)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>2</b>	Outstanding Civil Engineering Managers of the Year (10)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>3</b>	SAME Goddard Medal (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>4</b>	SAME Newman Medal (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>5</b>	Air Force Design Excellence (2)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>6</b>	The Balchen/Post Award (1)	AFI 36-2817	HQ AETC/CEO	1 Jan	CE
<b>7</b>	Maj Gen William D. Gilbert (3)	AFI 36-2817	HQ AETC/CEO	15 Oct	CE
<b>8</b>	Gen Thomas D. White Environmental (18)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>9</b>	Federal Environmental Engineer (1)	AFI 36-2817	HQ AETC/CEO	1 Mar	CE
<b>10</b>	Gen Clifton D. Wright (Outstanding Operations Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>11</b>	National Society of Professional Engineers Federal Engineer of the Year (2)	AFI 36-2817	HQ AETC/CEO	25 Aug	CE
<b>12</b>	Air Force Design (7)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>13</b>	Brig Gen Michael A. McAuliffe Award (Outstanding Housing Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>14</b>	Gen Edwin W. Rawlings Award for Environmental Excellence (4)	AFI 36-2817	HQ AETC/CEO	15 Jan	CE
<b>15</b>	DOE Federal Energy Efficiency (2)	DOE Criteria	HQ AETC/CEO	Varies	CE
<b>16</b>	AETC Energy Management Incentive (2)	AETCI 36-2805	HQ AETC/CEO	30 Dec	CE
<b>17</b>	Commander-in-Chief Installation Excellence (1)	AFI 36-2831	HQ AETC/CEO	15 Sep	CE
<b>18</b>	AETC Facility Excellence Evaluation (AFEE) (3)	AETCI 36-2805	HQ AETC/CEO	Varies	Site visit
<b>19</b>	Maj Gen Joseph Ahearn Enlisted Leadership (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>20</b>	Maj Gen Robert C. Thompson (Outstanding Resources Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>21</b>	Brig Gen Archie S. Mayes (Outstanding Engineering Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>22</b>	Air Force Outstanding Environmental Flight (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>23</b>	Ralph E. Sanborn (Outstanding Fire Protection Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>24</b>	SMSgt Gerald J. Stryzak (Outstanding EOD Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>25</b>	Col Frederick J. Riemer (Outstanding Readiness Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>26</b>	Air Force Civilian Project Manager (2)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>27</b>	CE/LGC Partnership Award (1)	AETCI 36-2805	HQ AETC/CEO	15 Nov	CE
<b>28</b>	Air Force District/Division Agent of the Year (2)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE

**Table A1.2. Awards Monitored by Directorate of Command Surgeon, Medical Services and Training.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Brig Gen Sara P. Wells (3)	AFI 36-2856	HQ AETC/SGN	15 Feb	SG
<b>2</b>	Health Services Management (3)	AFI 36-2856	HQ AETC/SGAC	15 Jun	SG
<b>3</b>	Physician Assistant (1)	AFI 36-2856	HQ AETC/SGPB	1 Apr	SG
<b>4</b>	Medical Resource Management (5)	AFI 36-2856	HQ AETC/SGAC	As requested	SG
<b>5</b>	Health Benefits Advisor (1)	AFI 36-2856	HQ AETC/SGAR	1 May	SG
<b>6</b>	AFA Paul W. Myers (1)	HQ USAF/SGPC Msg	HQ AETC/SGPC	30 Mar	SG
<b>7</b>	Ray E. Brown (1)	AMSUS, HQ USAF/SGA Memo	HQ AETC/SGAW	As requested	SG
<b>8</b>	Young Federal Health Care Administrator (1)	AFI 36-2856	HQ AETC/SGAW	As requested	SG
<b>9</b>	Information Systems (4)	AFI 36-2856	HQ AETC/SGAB	As requested	SG
<b>10</b>	Medical Service Mobilization (5)	AFI 36-2856	HQ AETC/SGAW	15 Jun	SG
<b>11</b>	Dental (4)	AFI 36-2856	HQ AETC/SGD	15 Jul	SG
<b>12</b>	Physical Therapy (4)	AFI 36-2856	HQ AETC/SGPB	10 Jan	SG
<b>13</b>	Outstanding Aeromedical Technician (2)	AFI 36-2856	HQ AETC/SGPA	10 Sep	SG
<b>14</b>	Outstanding Active Duty Nurse (2)	AFI 36-2856	HQ AETC/SGN	1 Oct	SG
<b>15</b>	Col Cleveland L. Parker (1)	AFI 36-2856	HQ AETC/SGPM	10 Jan	SG
<b>16</b>	USAF Optometrist of the Year (1)	AFI 36-2856	HQ AETC/SGPB	10 Jan	SG
<b>17</b>	Clinical Psychologist of the Year (1)	AFI 36-2856	HQ AETC/SGPB	1 Feb	SG
<b>18</b>	Bioenvironmental Sr NCO, NCO, and Amn of the Year, and Sr, Jr Bioenvironmental Engineer (5)	AFI 36-2856	HQ AETC/SGPB	As requested	SG
<b>19</b>	Patient Administration (5)	AFI 36-2856	HQ AETC/SGAR	As requested	SG
<b>20</b>	Aerospace Physiology Officer, Sr NCO, NCO, and Amn of the Year (4)	AFI 36-2856	HQ AETC/SGT	As requested	SG
<b>21</b>	Outstanding Medical Readiness Person of the Year (4)	AFI 36-2856	HQ AETC/SGX	As requested	SG
<b>22</b>	Public Health Officer of the Year (1)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
<b>23</b>	USAF Audiologist of the Year (1)	AFI 36-2856	HQ AETC/SGPB	As requested	SG
<b>24</b>	USAF Pharmacist of the Year (7)	AFI 36-2856	HQ AETC/SGPB	15 Feb	SG
<b>25</b>	Annual Occupational Therapy (2)	AFI 36-2856	HQ AETC/SGPB	As requested	SG
<b>26</b>	USAF Optometry/Ophthalmology Tech/Specialist of the Year (2)	AFI 36-2856	HQ AETC/SGPB	10 Jan	SG
<b>27</b>	Health Promotion Program (2)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
<b>28</b>	Outstanding Dietitian of the Year (1)	AFI 36-2856	HQ AETC/SGPB	As requested	SG
<b>29</b>	Laboratory Awards Clinical Scientist (officer), Laboratory Manager (officer), Enlisted Member (3)	AFI 36-2856	HQ AETC/SGPB	As requested	SG
<b>30</b>	Outstanding Medical Logistic Award (3)	AFI 36-2856	HQ AETC/SGAL	As requested	SG

**Table A1.3. Awards Monitored by Directorate of Communications and Information.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	AF Lt Gen Leo Marquez (7)	AFI 36-2818	HQ AETC/SCM	15 Dec	SC
<b>2</b>	Communications and Information Awards Program (38)	AFI 36-2849	HQ AETC/SCM	31 Dec	SC
<b>3</b>	AF Maintenance Effectiveness (3)	AFI 36-2818	HQ AETC/SCM	1 Oct	SC

**Table A1.4. Awards Monitored by Directorate of Comptroller.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	DoD Financial Management Systems (2)	DoDI 7045.19	HQ AETC/FMP	30 Mar	(NA)
<b>2</b>	Financial Management and Comptroller Annual Awards Program (22)	AFI 36-2846	HQ AETC/FMP	30 Oct	FM
<b>3</b>	American Society of Military Comptrollers (11)	Armed Forces Comptroller Magazine (list of awards)	ASMC Chapter	1 Dec	FM
<b>4</b>	Annual Onbase Bank & Credit Union Award (2)	Score sheet and any other data showing financial support to AF civilian and military members	HQ AETC/FMP	1 Jun	FM

**Table A1.5. Awards Monitored by History Office.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Excellence in Wing History (1)	AFI 36-2863	HQ AETC/HO	15 Feb	HO
<b>2</b>	Excellence in Historical Publications (1)	AFI 36-2863	HQ AETC/HO	15 Feb	HO
<b>3</b>	Heritage Project (1)	AFI 36-2863	HQ AETC/HO	15 Feb	HO
<b>4</b>	Air Force History Career Contribution (1)	AFI 36-2863	HQ AETC/HO	NA	HO

**Table A1.6. Awards Monitored by Inspector General.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Howard W. Leaf Inspector General's Award (1)	AFI 36-2816	HQ AETC/IG	1 Feb	SAF/IGI

**Table A1.7. Awards Monitored by Directorate of Logistics.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Outstanding Contracting Unit, Operational and Specialized (2)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>2</b>	Javits-Wagner-O'Day Act President's Committee (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>3</b>	Javits-Wagner-O'Day Act Chairman's Award (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>4</b>	SAF Professionalism in Contracting, Supervisory and Nonsupervisory (2)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>5</b>	Outstanding Pricing (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>6</b>	Outstanding Staff Officer (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>7</b>	Contingency Contracting Award (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>8</b>	Outstanding Officer and Civilian in Contracting Operational and Specialized Unit (4)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>9</b>	Outstanding Enlisted Member in Contracting (3)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>10</b>	Outstanding Purchasing Specialist (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>11</b>	Outstanding Contracting Support (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>12</b>	Outstanding Base Level Quality Assurance Evaluator (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>13</b>	Special Achievement Award (Indiv) (1)	AFI 36-2834	HQ AETC/LGC	15 Dec	LG
<b>14</b>	SAF Small and Disadvantaged Business Excellence, Special Achievement (Activity) (1)	AFI 36-2834	HQ AETC/LGC	15 Dec	LG
<b>15</b>	Outstanding Contribution to Competition Line Function (Indiv) (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>16</b>	Outstanding Contribution to Competition Staff Function, Indiv, Unit, MAJCOM, and Engineering Function (5)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>17</b>	Air Force and DoD Value Engineering Achievement (7)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>18</b>	AF General Lew Allen, Jr. (2)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	20 Jun	SQ CC
<b>19</b>	AF Lt Gen Leo Marquez (14)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	1 Dec	SQ CC
<b>20</b>	Air Force Crew Chief of the Year (1)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	10 Mar	SQ CC
<b>21</b>	AF Maintenance Effectiveness (6)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	1 Oct	OG/LG CC
<b>22</b>	AF Daedalian (1)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	1 Nov	WG CC
<b>23</b>	Outstanding USAF Supply Personnel (13)	AFI 36-2818	HQ AETC/LGSF	15 Jul	LGS
<b>24</b>	Outstanding USAF Fuels Personnel of the Year (8)	AFI 36-2818	HQ AETC/LGSF	15 Jul	LGS
<b>25</b>	Air Force Supply Effectiveness Award (2)	AFI 36-2818	HQ AETC/LGSR	15 Oct	LGS
<b>26</b>	Air Force Daedalian Supply Effectiveness Trophy (1)	AFI 36-2818	HQ AETC/LGSR	15 Oct	LGS

(Table continued on next page)



Table A1.7. Continued.

I T E M	A	B	C	D	E
	Award Title (Number Possible)	Governing Directive or Criteria	Due To	No Later Than	Base OPR
27	Black Gold Award (1)	AFI 36-2818	HQ AETC/LGSF	15 May	LGS
28	AETC Best Material Storage and AETC Distribution Flight (2)	AETCI 36-2808	HQ AETC/LGSP	15 Oct	LGS
29	Natl Defense Transportation Association Military Unit of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
30	Military Traffic Management Command Award for Excellence in Traffic Management (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
31	Air Force Transportation Combat Readiness Unit of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
32	Air Force Vehicle Maintenance Unit of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
33	Air Force Vehicle Operations Unit of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
34	Air Force Special Transportation Activity of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
35	Air Force Traffic Management Office of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
36	The Colonel Cynthia L. Benulis Air Force Transportation Field Grade Officer of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
37	Air Force Active Duty Transportation Company Grade Officer, Sr NCO, NCO, and Amn of the Year (4)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
38	The George F. Ruestow Air Force Transportation Sr Civilian Employee of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
39	Air Force Transportation Civilian Employee of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
40	AETC Transportation Unit Support NCO, Amn, and Civilian of the Year (3)	AFI 36-2818/AETC Sup 1	HQ AETC/LGT	31 Dec	LGT
41	AETC Quality Assurance Evaluator NCO and Civilian of the Year (2)	AFI 36-2818/AETC Sup 1	HQ AETC/LGT	31 Dec	LGT
42	NDTA Outstanding Instructor of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
43	Dudley C. Sharp (1)	AFI 36-2818	HQ AETC/LGX	15 Feb	SPTG
44	Gen Thomas P. Gerrity Memorial Award for Logistics Management (1)	AFI 36-2818	HQ AETC/LGX	15 Jan	SPTG
45	Gen Thomas P. Gerrity Logistics (1)	AFI 36-2818	HQ AETC/LGX	15 Jan	SPTG
46	Logistics Plans and Programs (10)	AFI 36-2818	HQ AETC/LGX	1 Dec	XP

**Table A1.8. Awards Monitored by Directorate of Operations.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Flight Commander of the Year (1)	AETCI 36-2803	HQ AETC/DOF	15 Jan	DO
<b>2</b>	Maj Gen Glenn A. Profitt II Award (1)	AETCI 36-2803	HQ AETC/DOF	15 Jan	DO
<b>3</b>	Enlisted Aircrew Instructor of the Year (1)	AETCI 36-2803	HQ AETC/DOF	15 Jan	DO
<b>4</b>	Survival Training Enlisted Instructor of the Year (3)	AFI 36-2807	HQ AETC/DOF	1 Jan	DO
<b>5</b>	Operations Resource Management Specialist (4)	AETCI 36-2803	AETC AOS/AOO	1 Dec	DO
<b>6</b>	Life Support Airmen of the Year (4)	AFI 36-2807	AETC AOS/AOX	1 Jan	DO
<b>7</b>	Air Traffic Control Awards (6)	AFI 36-2807	AETC AOS/AOF	15 Jan	DO
<b>8</b>	Outstanding Weather Officer, Sr NCO, NCO, Amn, and Civilian (5)	AFI 36-2807	AETC AOS/AOW	7 Dec	DO
<b>9</b>	Best Award (1)	AFI 36-2807	AETC AOS/AOW	7 Dec	DO
<b>10</b>	Pierce Award (1)	AFI 36-2807	AETC AOS/AOW	7 Dec	DO
<b>11</b>	Robert A. Dodson (1)	AFI 36-2807	AETC AOS/AOW	7 Dec	DO
<b>12</b>	Williams (Unit Award) (1)	AFI 36-2807	AETC AOS/AOW	7 Dec	DO
<b>13</b>	SSgt Henry E. "Red" Erwin Award (3)	AFI 36-2807	HQ AETC/DOF	15 Feb	DO
<b>14</b>	Moorman (Unit Award) (1)	AFI 36-2807	AETC AOS/AOW	7 Dec	DO
<b>15</b>	Col James Jabara Airmanship (1)	USAF Regulation 900-5	HQ AETC/DOF	1 May	OG/ CC
<b>16</b>	Col Joseph B. Duckworth Annual USAF Instrument (1)	AFI 36-2807	HQ AETC/DOF	1 Mar	DO
<b>17</b>	AETC Readiness Awards (5)	AETCI 36-2803	AETC AOS/AOX	20 Jan	DO
<b>18</b>	Air Force Intelligence (17)	AFI 36-2847 and AETCI 36-2803	AETC AOS/IN	10 Jan	DO
<b>20</b>	Lt Col Anthony C. Shine Award (3)	AFI 36-2807	HQ AETC/DOF	1 Feb	OG
<b>21</b>	Robert Dutch Huyser (5)	AMCI 36-2806	HQ AETC/DOF	1 Apr	DO
<b>22</b>	Airlift/Tanker Association Young Leadership (3)	AMCI 36-2808	HQ AETC/DOF	1 Apr	DO
<b>23</b>	Lt Gen Claire Lee Chennault (1)	AFI 36-2807	HQ AETC/DOF	15 Feb	OG
<b>24</b>	Airfield Management (4)	AETCI 36-2803	AETC AOS/AOF	15 Jan	DO
<b>26</b>	Aviators Valor (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOFF	1 Jan	OG
<b>27</b>	Cheney Award (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOFF	1 Jan	OG
<b>28</b>	MacKay Trophy (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOFF	1 Jan	OG
<b>29</b>	Collier Trophy (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOFF	15 Nov	OG
<b>30</b>	Gen Thomas D. White USAF Space Trophy (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOOS	1 Jan	OG
<b>31</b>	Brig Gen Ross Hoyt Award (4)	AMCI 36-2806	HQ AETC/DOF	1 Mar	DO
<b>32</b>	AETC Command & Control Award (2)	AETCI 36-2803	AETC AOS/AOC	15 Jan	DO
<b>33</b>	Gen P. K. Carlton Award for Valor (1)	AMCI 36-2806	HQ AETC/DOF	1 Apr	DO
<b>34</b>	Lt Gen William H. Tunner (1)	AMCI 36-2806	HQ AETC/DOF	1 Mar	DO
<b>35</b>	Air Mobility Command Tactician of the Year (2)	AMCI 36-2806	HQ AETC/DOF	15 Jan	DO
<b>36</b>	Operations Training Flight Commander of the Year (1)	AETCI 36-2802	HQ AETC/DOV	15 Jan	DO
<b>37</b>	Operations Training Instructor of the Year (3)	AETCI 36-2802	HQ AETC/DOV	15 Jan	DO

**Table A1.9. Awards Monitored by Directorate of Personnel.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Air Force Association Outstanding Air Force Civilian of the Year (4)	HQ USAF/DPC Msg	HQ AETC/DPPP	First Friday in Jan	MSS
<b>2</b>	Arthur S. Fleming (2)	AFI 36-1001	HQ AETC/DPPP	Third Friday in Sep	MSS
<b>3</b>	Mission Support Award (41)	AFI 36-2819	HQ AETC/DPPP	15 Oct	MSS
<b>4</b>	Department of Defense Disabled Employee of the Year (1)	FPM Chap 306, Subchap 10	HQ AETC/DPPP	Second Friday in Apr	MSS
<b>5</b>	Distinguished Equal Employment Opportunity (11)	AFR 900-58	HQ AETC/DPPP	Second Friday in Sep	MSS
<b>6</b>	William A. Jump Memorial (1)	AFI 36-1001	HQ AETC/DPPP	Second Friday in Dec	MSS
<b>7</b>	DoD Distinguished Civilian Service (6)	AFI 36-1001	HQ AETC/DPPP	Second Friday in Dec	MSS
<b>8</b>	National Public Service (1)	HQ USAF/DPC Msg	Send direct to committee	First Friday in Mar	MSS
<b>9</b>	GEICO Civilian (5)	HQ USAF/DPC Msg	HQ AETC/DPPP	Second Friday in Apr	MSS
<b>10</b>	OPM Directors' Award for Outstanding Health and Fitness (1)	Memorandum from AFPOA/DP	OPM (Varies)	Varies	MSS
<b>11</b>	National Image, Inc., Meritorious Service (2)	HQ USAF/DPCH Msg	HQ AETC/DPH	1 Apr as announced	SA
<b>12</b>	Roy Wilkins Meritorious Service Award (2)	HQ USAF/DPCH Msg	HQ AETC/DPH	1 Apr	SA
<b>13</b>	Katherine Wright Memorial (1)	AFI 36-2805	HQ AETC/DPPP	1 Feb	MSS
<b>14</b>	Wright Brothers Memorial Trophy (1)	AFI 36-2805	HQ AETC/DPPP	1 May	MSS
<b>15</b>	Ten Outstanding Young Americans (1)	AFI 36-2805	HQ AETC/DPPP	1 Jun	MSS
<b>16</b>	Lance P. Sijan USAF Leadership (4)	AFI 36-2805	HQ AETC/DPPP	30 Jun	MSS
<b>17</b>	Government Employees Insurance Company Military Service (3)	AFI 36-2805	HQ AETC/DPPP	15 Aug	MSS
<b>18</b>	Institute of Navigation (4)	AFI 36-2805	HQ AETC/DPPP	15 Dec	MSS
<b>19</b>	Air Force Association Aerospace (4)	AFI 36-2805	HQ AETC/DPPP	1 Dec	MSS
<b>20</b>	General and Mrs. Jerome F. O'Malley (1)	AFI 36-2805	HQ AETC/DPPP	15 Jan	MSS
<b>21</b>	Verne Orr (1)	AFI 36-2805	HQ AETC/DPPP	1 Dec	MSS
<b>22</b>	Joan Orr Air Force Spouse of the Year (1)	AFI 36-2805	HQ AETC/DPPP	1 Dec	MSS
<b>23</b>	Air Force Sergeants Association Pitsenbarger (1)	AFI 36-2805	HQ AETC/DPPP	1 Mar	MSS
<b>24</b>	USAF First Sergeant of the Year (1)	AFI 36-2805	HQ AETC/DPPP	22 Mar	MSS/CCC
<b>25</b>	Noncommissioned Officer Association Vanguard (1)	AFI 36-2805	HQ AETC/DPPP	15 Dec	MSS
<b>26</b>	Twelve Outstanding Airmen of the Year (3)	AFI 36-2805	HQ AETC/DPPP	22 Mar	MSS/CCC
<b>27</b>	AF Outstanding Unit and Organizational Excellence (varies)	AFI 36-2803	HQ AETC/DPPP	15 Jul	MSS
<b>28</b>	HQ AETC Staff Air Force Organizational Excellence (1)	AFI 36-2803	HQ AFPC/DPPP	15 Nov	MSS
<b>29</b>	Defense Medical Systems Center Certificate of Excellence (1)	HQ AFPC/DPS Msg	HQ AETC/DPPP	As requested	MSS

(Table continued on next page)

Table A1.9. Continued.

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>30</b>	OPM Director's Award for Work & Family (1)	AFPOA/DP memorandum	Send direct to committee	14 Mar	DP
<b>31</b>	Public Service Excellence Award (1)	AFPOA/DP memorandum	Send direct to committee	15 Jan	DP
<b>32</b>	Annual Hispanic Engineer of the Year Award (1)	AFPOA/DP memorandum	HQ AETC/DPPP	13 Jun	DP
<b>33</b>	Black Engineer of the Year Award (1)	AFPOA/DP memorandum	HQ AETC/DPPP	16 Sep	DP
<b>34</b>	William T. Pecora Award (1)	AFPOA/DP memorandum	Send direct to committee	15 May	DP

Table A1.10. Awards Monitored by Directorate of Plans and Programs.

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Manpower Management Award for Professional Excellence (5)	AFI 36-2832	HQ AETC/XPM	15 Jan	DO
<b>2</b>	Frank G. Brewer (1)	NAA Lettter	HQ AETC/XPT	25 Sep	XP
<b>3</b>	Suggestion Program Manager of the Year (2)	AFH 38-403 and AFI 36-2832	AETC QMIF/CC	15 Dec	MO
<b>4</b>	Suggester of the Year (1)	AFH 38-403 and AFI 36-2832	AETC QMIF/CC	15 Dec	MO
<b>5</b>	Secretary of Defense Award for Productivity Excellence (2)	HQ USAF Annual Call memorandum	As requested	As requested	MO
<b>6</b>	Eugene M. Zuckert Management (1)	AFI 36-2829	AETC QMIF/CC	15 Oct	MO
<b>7</b>	Productivity Enhancement Award for Professional Excellence (Cmd, Officer, Enl, Civ) (4)	AFI 36-2830	AETC QMIF/CC	1 Dec	QI
<b>8</b>	SECAF Unit Quality Award (1)	AF/PEQ Msg, SECAF awards trophy in spring (varies)	AETC QMIF/CC	as requested	QI
<b>9</b>	CSAF Team Quality Awards (5)	AF/PEQ Msg, CSAF awards up to five trophies to outstanding teams at Quality Symposium in October	AETC QMIF/CC	as requested	QI

**Table A1.11. Awards Monitored by Public Affairs.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Special Achievement for Commander's Support (1)	SAF/PA Msg, 8 Nov 96	HQ AETC/PA	29 Dec	PA
<b>2</b>	Newspaper Categories (17)	AFI 35-105	HQ AETC/PA	8 Jan	PA
<b>3</b>	Director's Excellence Award (unit)(5)	AFI 35-105 and SAF/PA Msg, 8 Nov 96	HQ AETC/PA	29 Dec	PA
<b>4</b>	Director's Award for Special Achievement (2)	AFI 35-105	HQ AETC/PA	29 Dec	PA
<b>5</b>	Outstanding Public Affairs Excellence (Individual) (13)	AFI 35-105	HQ AETC/PA	29 Dec	PA

**Table A1.12. Awards Monitored by Directorate of Safety.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Aero Club Safety Certificate (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>2</b>	National Safety Council (4)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>3</b>	Chief of Staff Individual Safety (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>4</b>	Maj Gen Benjamin D. Foulis Memorial Award (1)	AFI 36-2833	MAJCOM only	Automatic	NA
<b>5</b>	The Koren Kolligian, Jr., Trophy (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>6</b>	SICOFAA Flight Award (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>7</b>	Chief of Safety Specialist Achievement (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>8</b>	Unit Flight Safety Award	AFI 36-2833/AETC Sup 1	NA	Automatic	SE
<b>9</b>	Flight/Explosives/Nuclear Plaques (3)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>10</b>	Air Force Motorcycle Safety (3)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>11</b>	Secretary of the Air Force Safety (1)	AFI 36-2833	MAJCOM only	Automatic	NA
<b>12</b>	Col Will L. Tubbs Memorial Award (1)	AFI 36-2833	MAJCOM only	Automatic	NA
<b>13</b>	Safety Career Professional of the Year Award (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>14</b>	TOPS Trophy (1)	AFI 36-2833/AETC Sup 1	NA	Automatic	SE
<b>15</b>	Lahm Trophy (1)	AFI 36-2833/AETC Sup 1	NA	Automatic	SE
<b>16</b>	Ground Safety Excellence Award (1)	AFI 36-2833/AETC Sup 1	NA	Automatic	SE
<b>17</b>	Safety Professional of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>18</b>	Ground Safety Manager of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>19</b>	Ground Safety Professional of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>20</b>	FSO of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>21</b>	Weapon Safety Professional of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>22</b>	Flight Maintenance Technician of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE

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Table A1.12. Continued.

I T E M	A	B	C	D	E
	Award Title (Number Possible)	Governing Directive or Criteria	Due To	No Later Than	Base OPR
23	Program Reduction Objective Award (2)	AFI 36-2833/AETC Sup 1	NA	Automatic	SE
24	Sustained Performance Plaque (1)	AFI 36-2833/AETC Sup 1	NA	Automatic	SE

Table A1.13. Awards Monitored by Security Forces.

I T E M	A	B	C	D	E
	Award Title (Number Possible)	Governing Directive or Criteria	Due To	No Later Than	Base OPR
1	Security Police (SP) Individual of the Year (13)	AFI 36-2848	HQ AETC/SF	10 Jan	SF
2	Outstanding Unit Security Mgr (1)	AFI 36-2848/AETC Sup 1	HQ AETC/SF	10 Jan	SF
3	Outstanding READY Program Augmentee (1)	AFI 36-2848/AETC Sup 1	HQ AETC/SF	10 Jan	SF
4	Security Police (SP) Unit of the Year (2)	AFI 36-2848	HQ AETC/SF	21 Jan	SF

Table A1.14. Awards Monitored by Directorate of Services.

I T E M	A	B	C	D	E
	Award Title (Number Possible)	Governing Directive or Criteria	Due To	No Later Than	Base OPR
1	USAF Services Outstanding Program, Activity and Flight Awards (14)	AFI 36-2852	HQ AETC/SV	1 Mar	SV
2	USAF Services Individual Awards (10)	AFI 36-2852	HQ AETC/SV	1 Feb	SV
3	Gen Curtis E. LeMay and Gen Eugene L. Eubank Nominees (2)	AFI 36-2852	HQ AETC/SV	1 Feb	SV
4	John L. Hennessy Outstanding Food Service Awards (2)	AFI 36-2852	HQ AETC/SV	1 Jul	SV
5	Air Force Innkeeper of the Year (2)	AFI 36-2852	HQ AETC/SV	1 Jul	SV
6	Services Recognition Program (5)	HQ AETC/SV Policy Memo #97-17	HQ AETC/SV	15 Jan, Apr, Jul, Oct	SV
7	Military Athlete of the Year (2)	AFI 36-2852	HQ AETC/SV	15 Aug	SV

**Table A1.15. Awards Monitored by Staff Judge Advocate.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Outstanding Judge Advocate (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>2</b>	Outstanding Reserve Judge Advocate (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	25 Feb	JA
<b>3</b>	Outstanding Civilian Attorney (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>4</b>	Outstanding Paralegal Amn (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>5</b>	Outstanding Legal Services Civilian (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>6</b>	Outstanding Sr Attorney (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>7</b>	Outstanding Reserve Paralegal (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>8</b>	Special Service Award (1)	AFI 38-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA

**SAMPLE FORMAT FOR CHANGES TO TABLES OF AWARDS**

MEMORANDUM FOR HQ AETC/DPPP

FROM: HQ AETC/DPPE  
1850 FIRST STREET WEST SUITE 1  
RANDOLPH AFB TX 78150-4308

SUBJECT: Award Submission for AETCI 36-2801

1. Request the following award be (*established or deleted*) under table (*number*) for our functional area:

Award Title (Number Possible)	Governing Directive or Criteria	Due To:	NLT:	Base OPR
Mission Support Awards (41)	AFI 36-2819	HQ AETC/DPPP	15 Oct	MSS

2. If you have any questions, our POC is (*grade, name, office symbol, phone number*).

(*Signature*)

Signature block of director or CSS (or deputy)